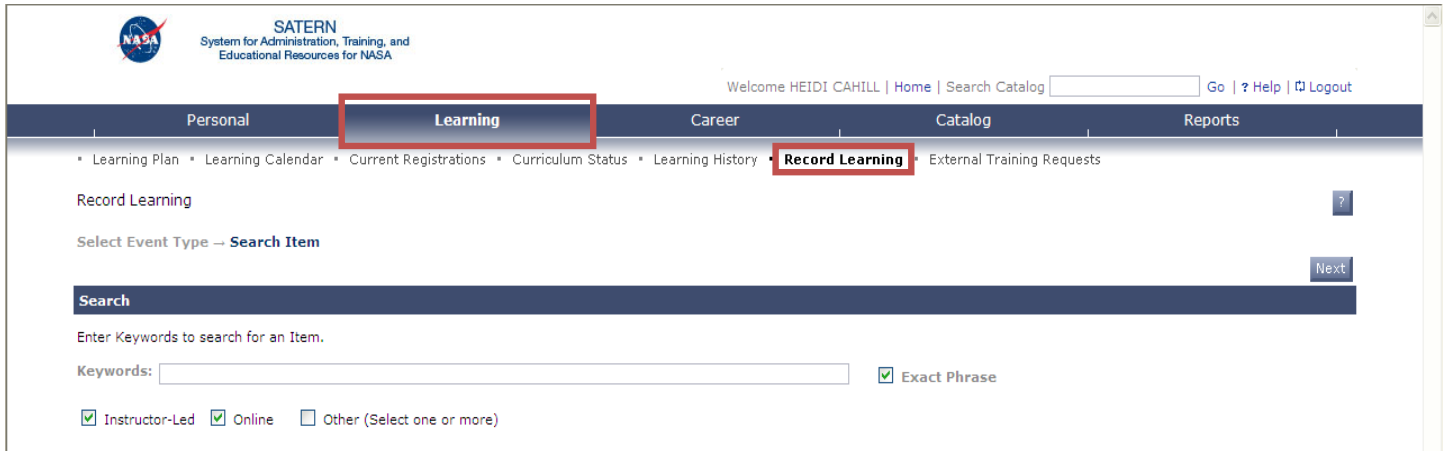


INSTRUCTIONS ON HOW TO RECORD FAC-P/PM RE-CERTIFICATION SELF-RECORDABLE ACTIVITIES TO YOUR LEARNING HISTORY

Here's what to do:

STEP 1: Log into **SATERN** at <https://satern.nasa.gov>.

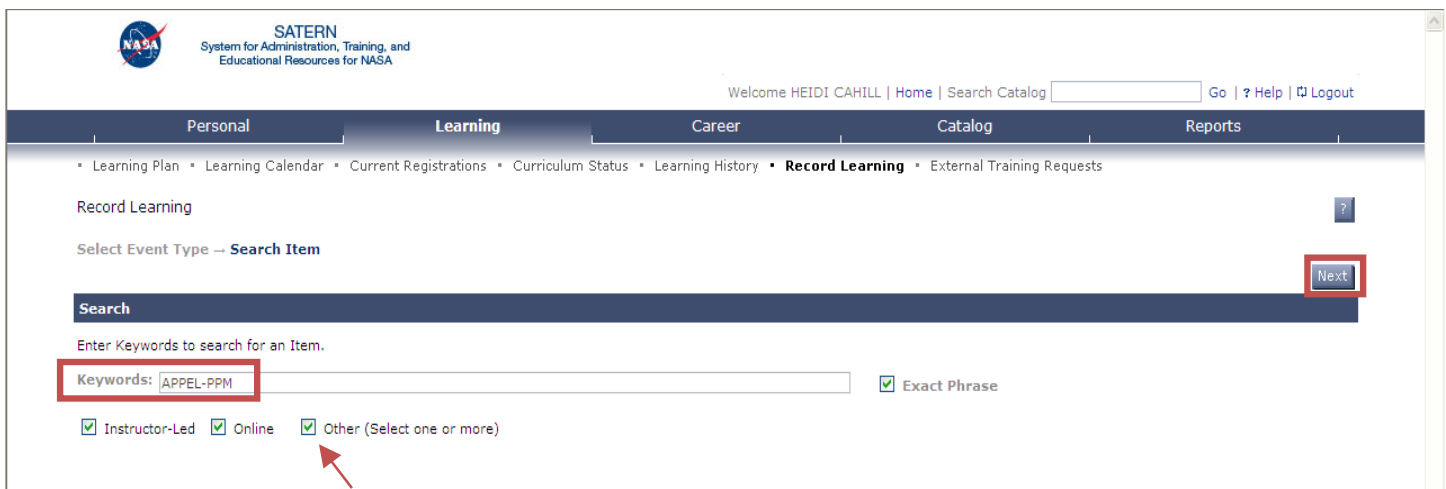
STEP 2: Under the **Learning** tab, click on **Record Learning**.



The screenshot shows the SATERN System for Administration, Training, and Educational Resources for NASA interface. The top navigation bar includes 'Personal', 'Learning' (highlighted with a red box), 'Career', 'Catalog', and 'Reports'. Below the navigation bar, the 'Record Learning' link is highlighted with a red box. The main content area shows the 'Record Learning' page with a search bar and filters.

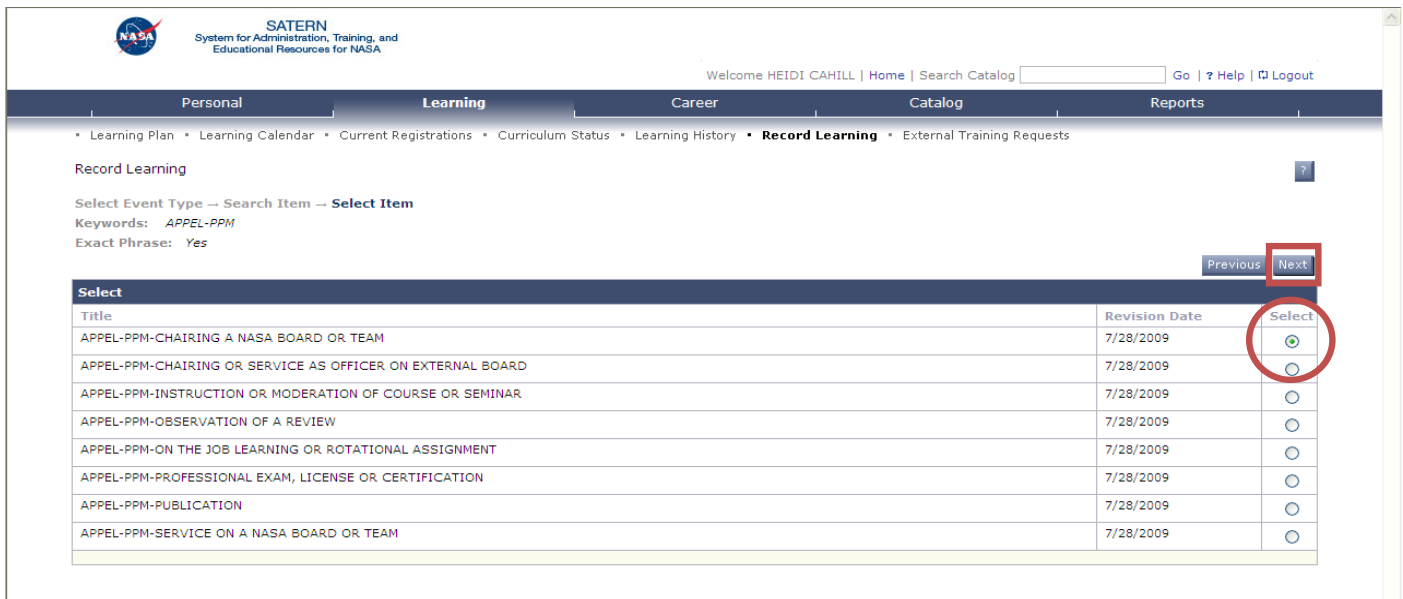
STEP 3: Type a keyword for the Item you want to record (i.e. APPEL-PPM), check the “Other” box and click **Next**.

NOTE: You may only record Items that your Center’s SATERN administrator has enabled you to record, and the Item must be in the Catalog.



The screenshot shows the SATERN Record Learning page. The 'Record Learning' link is highlighted with a red box. The search bar is filled with 'APPEL-PPM' (highlighted with a red box). The 'Exact Phrase' checkbox is checked. The 'Other (Select one or more)' checkbox is checked, and a red arrow points to it. The 'Next' button is highlighted with a red box.

STEP 4: From the search results, choose the correct title using the **Select** column and click **NEXT**.



Welcome HEIDI CAHILL | Home | Search Catalog | Go | ? Help | Logout

Personal Learning Career Catalog Reports

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History **Record Learning** External Training Requests

Record Learning

Select Event Type → Search Item → **Select Item**

Keywords: APPEL-PPM

Exact Phrase: Yes

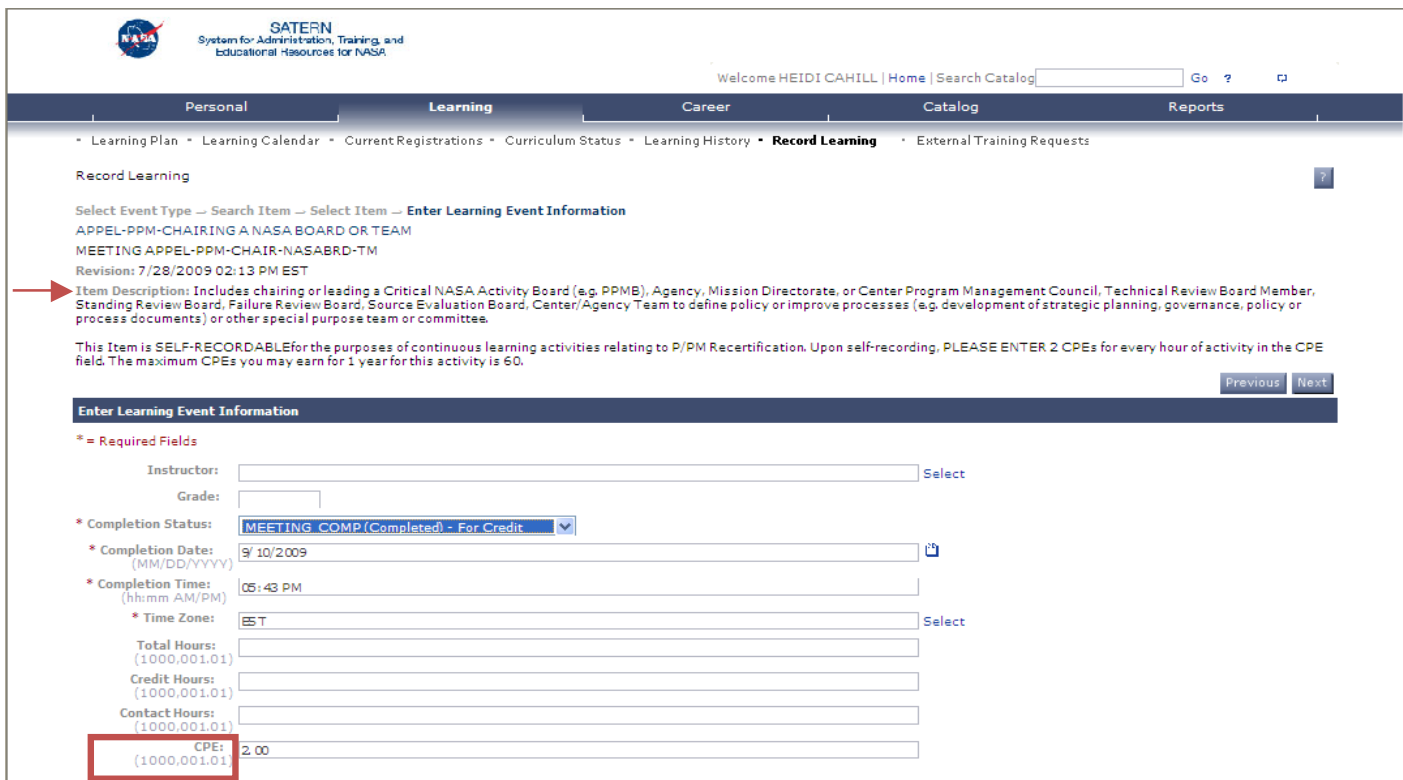
Previous **Next**

Select	Revision Date	Select
APPEL-PPM-CHAIRING A NASA BOARD OR TEAM	7/28/2009	<input checked="" type="radio"/>
APPEL-PPM-CHAIRING OR SERVICE AS OFFICER ON EXTERNAL BOARD	7/28/2009	<input type="radio"/>
APPEL-PPM-INSTRUCTION OR MODERATION OF COURSE OR SEMINAR	7/28/2009	<input type="radio"/>
APPEL-PPM-OBSERVATION OF A REVIEW	7/28/2009	<input type="radio"/>
APPEL-PPM-ON THE JOB LEARNING OR ROTATIONAL ASSIGNMENT	7/28/2009	<input type="radio"/>
APPEL-PPM-PROFESSIONAL EXAM, LICENSE OR CERTIFICATION	7/28/2009	<input type="radio"/>
APPEL-PPM-PUBLICATION	7/28/2009	<input type="radio"/>
APPEL-PPM-SERVICE ON A NASA BOARD OR TEAM	7/28/2009	<input type="radio"/>

STEP 5: Fill the required fields:

- In the **Completion Status** field, select **(Completed) – For Credit**.
- Enter the **Completion Date** (Required).
- Enter the **Completion Time** (Required).
- Enter the amount of **CPEs** (Required).
 - NOTE: Information regarding how to calculate CPEs is located in the **Item Description**.
- You may also enter **Total Hours** (Optional).

Then, click **NEXT**.



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Personal Learning Career Catalog Reports

Learning Plan Learning Calendar Current Registrations Curriculum Status Learning History **Record Learning** External Training Requests

Record Learning

Select Event Type → Search Item → Select Item → **Enter Learning Event Information**

APPEL-PPM-CHAIRING A NASA BOARD OR TEAM

MEETING APPEL-PPM-CHAIR-NASABRD-TM

Revision: 7/28/2009 02:13 PM EST

Item Description: Includes chairing or leading a Critical NASA Activity Board (e.g. PPMB), Agency, Mission Directorate, or Center Program Management Council, Technical Review Board Member, Standing Review Board, Failure Review Board, Source Evaluation Board, Center/Agency Team to define policy or improve processes (e.g. development of strategic planning, governance, policy or process documents) or other special purpose team or committee.

This Item is SELF-RECORDABLE for the purposes of continuous learning activities relating to P/PM Recertification. Upon self-recording, PLEASE ENTER 2 CPEs for every hour of activity in the CPE field. The maximum CPEs you may earn for 1 year for this activity is 60.

Previous **Next**

Enter Learning Event Information

* = Required Fields

Instructor: Select

Grade:

* Completion Status: **MEETING_COMP (Completed) - For Credit**

* Completion Date: (MM/DD/YYYY) 9/10/2009

* Completion Time: (hh:mm AM/PM) 05:43 PM

* Time Zone: EST Select

Total Hours: (1000.001.01)

Credit Hours: (1000.001.01)

Contact Hours: (1000.001.01)

CPE: (1000.001.01) **2.00**

STEP 6: Enter **Comments** (Required), and click **NEXT**.

NOTE: Please provide as much information as possible regarding this learning activity as your Center Review Panel reserves the right to request follow up information/documentation at the time of your re-certification.

NASA SATERN System for Administration, Training, and Educational Resources for NASA

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Personal Learning Career Catalog Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • **Record Learning** • External Training Requests

Record Learning

Select Event Type → Search Item → Select Item → Enter Learning Event Information → **Edit Learner Event Information**

Edit Learner Event Information

Learner: CAHILL, HEIDI E.G.

Comments:

Previous **Next**

STEP 7: Review your Record Learning submission. Click **FINISH**.

NASA SATERN System for Administration, Training, and Educational Resources for NASA

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Personal Learning Career Catalog Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • **Record Learning** • External Training Requests

Record Learning

Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit Learner Event Information → **Record Learning**

APPEL-PPM-CHAIRING A NASA BOARD OR TEAM
MEETING APPEL-PPM-CHAIR-NASABRD-TM
Revision: 7/28/2009 02:13 PM EST
Item Description: Includes chairing or leading a Critical NASA Activity Board (e.g. PPMB), Agency, Mission Directorate, or Center Program Management Council, Technical Review Board Member, Standing Review Board, Failure Review Board, Source Evaluation Board, Center/Agency Team to define policy or improve processes (e.g. development of strategic planning, governance, policy or process documents) or other special purpose team or committee.
This Item is SELF-RECORDABLE for the purposes of continuous learning activities relating to P/PM Recertification. Upon self-recording, PLEASE ENTER 2 CPEs for every hour of activity in the CPE field. The maximum CPEs you may earn for 1 year for this activity is 60.

Previous **Finish**

Record Learning

Instructor:
Completion Date: 9/10/2009 05:43 PM EST
Total Hours:
Credit Hours:
Contact Hours:
CPE: 2.00

Learner	Grade	Status	Comments
CAHILL, HEIDI E.G.		MEETING_COMP	I served on "ABC Review Board" at KSC from May 15-30, 2009.

STEP 8: View the confirmation. The Item is now recorded in your Learning History.

NASA SATERN System for Administration, Training, and Educational Resources for NASA

Welcome HEIDI CAHILL | Home | Search Catalog Go | ? Help | Logout

Personal Learning Career Catalog Reports

• Learning Plan • Learning Calendar • Current Registrations • Curriculum Status • Learning History • **Record Learning** • External Training Requests

Record Learning

Select Event Type → Search Item → Select Item → Enter Learning Event Information → Edit Learner Event Information → Record Learning → **Success**

Success

Status:

- The learning event has been successfully recorded.
- You can go to the Learning Event History page to print out the Completion Certificate if this event provides credit for the item.